

**SUBDIVISION APPLICATION FOR RURAL MARION COUNTY**

Date \_\_\_\_\_

To: Marion County Zoning Commission:

The undersigned is the (owners/owner's agent) of the following described property located in the unincorporated area of Marion County, Iowa and requests the Zoning Commission to hear the following subdivision petition:

**Description of the Request**

- 1. Proposed subdivision name: \_\_\_\_\_  
**All subdivision names must be approved through Ben Smith in the Marion County Auditors' office.**

Proposed zoning if required: \_\_\_\_\_

**Legal Description of the Proposed Subdivision**-all of the information for this section can be obtained from the Assessors' website.

Legal Description \_\_\_\_\_

Parcel # \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Flood Plain: yes \_\_\_\_\_ no: \_\_\_\_\_ Corp Easement(for ground bordering Lake Red Rock): yes \_\_\_\_\_ no: \_\_\_\_\_

**Owner/Petitioner Information**

Petitioner Name \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

Agent for Owner \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

**The Following Items Must be Reviewed Before the Application is taken to the Zoning Commission**- to be filled out by the Marion County Zoning Department staff.

Review by Marion County GIS \_\_\_\_\_

Review of subdivision name by Marion County Auditor \_\_\_\_\_

Review and approval by City (if applicable) \_\_\_\_\_

Review by Marion County Board of Health \_\_\_\_\_

Review by E911 Department \_\_\_\_\_

Review by Marion County Engineer \_\_\_\_\_

Street surface requirement \_\_\_\_\_

Road Status – dedicated or private \_\_\_\_\_

Sidewalk requirements \_\_\_\_\_

**Enclose the Following**

- 1. Check for amount specified by Zoning Office made out to: Marion County Zoning.
  - Preliminary Plats – no street - \$150
  - Preliminary Plats – with streets - \$200
  - Final Plat- No Streets - \$200
  - Final Plat – Streets – \$300
  - Auditors' Plat(minor plat) - \$200
  - Rezoning if necessary - \$125
- 2. Adjoining property owners: Please obtain a list of names and addresses of those persons owning property within five hundred (500) feet of any part of the above described property. This is the responsibility of the petitioner. This list can be obtained from the Marion County Auditors' office.

**DEADLINE: Petitions, checks and all pertinent information must be in the Marion County Zoning Office on the first business day of the month to be on the Marion County Zoning Commission agenda for that month.**

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date

**MARION COUNTY ZONING OFFICE INFORMATION**  
**CHECKLIST FOR PLATS OF SUBDIVISION**

Five (5) copies of preliminary (when necessary) or final plat

**PLATS MUST INCLUDE THE FOLLOWING:**

Five copies up to 18" x 24"

Five copies 8 ½" x 11" for recording

Surveyors certificate, date, signature & registration number

Legal description with bulk lot sizes in acres

For each lot (gross lot acres and net lot acres) including area in each lot separated by section lines (including ¼ section lines) and area in public right of way in acres.

Scale (maximum to be 1" = 100')

Plat name, north arrow, monuments marked

All distances shown in feet, curve data stated

Perk test results for each lot (approved May 19, 1999, Board of Health)

E-911 addressing approval before final plat recording (pending)

DNR approved soil erosion and sediment control plan (5 acres) and NPDES permit #2

**NEEDED FOR RECORDING:**

Copy of minutes from City Council (If within two miles of City requiring subdivision approval)

Resolution prepared for Board of Supervisors

Owners consent to plat

Mortgage holders consent

Restrictive covenants

Title opinion

Treasurers' certificate

Auditors' name approval certificate